

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 2	Number 3	Effective Date 01/24/11	Review Date 2014
Subject ASSIGNMENT AND SUPERVISION OF FAMILY MEMBERS			☐ New Order ☒ Replaces G.O. 2-3 (01/02/07)
References Personnel Rules 1.1 (47), 6.15			
 Chief of Police or Designee		01/24/11 Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for assignment and supervision of family members within the Richmond Police Department.

II. POLICY

It shall be the policy of the Richmond Police Department to regulate assignment and supervision of family members within the Department. It is also the policy of the Department to assign family members or any other employee in such a manner as to reduce any conflict of interest and provide for their well-being and safety.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling, **and/or** disciplinary action is initiated.

IV. DEFINITION

IMMEDIATE FAMILY - The mother, father, wife, husband, child, brother, sister, legal ward, grandparents **and grandchildren** of the employee or his or her spouse (**to include step- and half relations**), any other relative of the employee or spouse who lives in the employee's household or any relationship in which two employees may have a child in common.

V. PROCEDURE

A. Assignment of Family Members in Field Services:

It shall be permissible for family members to be assigned to the same Precinct, but to different shifts/platoons or assigned to different Precincts but the same shift/platoon.

For example:

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|----|---------|---------------------------------------|
| 1. | Husband | 3 rd Precinct, "D" Platoon |
| | Wife | 3 rd Precinct, "A" Platoon |

or

- | | | |
|----|---------|---|
| 2. | Husband | 3 rd Precinct, Sector 311, Squad A |
| | Wife | 3 rd Precinct, Sector 312, Squad D |

B. Assignments in Other Departmental Services, Divisions and Units:

1. No immediate family members shall be assigned in such a manner that they shall work together with or be under the supervision of the same first-line supervisor.
2. It shall be the employee's responsibility to notify his/her current OIC of any family member conflict when being transferred into another assignment.
3. At no time will immediate family members be directly involved in any decoy, stakeout or undercover operation together.
4. No employee of the Department shall be assigned in such a manner that the employee will be the direct supervisor of any immediate family member.
5. ***At no time shall an immediate family member serve on an interview panel or participate in the planning process for the promotional process in which another family member is participating.***

C. Special Exceptions:

1. The Chief of Police or designee shall review any assignment of personnel where a relationship exists between family members, which tends to create a conflict of interest or which functions counterproductive to the efficient operation of the Police Department.
2. It is the policy of the City of Richmond not to place immediate family members in a supervisor-subordinate relationship (Nepotism) in the same agency, regardless of the working relationship. In accordance with the provisions in City Personnel Rule **6.15**, the Director of Human Resources may grant special exceptions on a case-by-case basis.